

**ARIZONA DEPARTMENT OF EDUCATION**

**Tom Horne**  
Superintendent of  
Public Instruction



STATE OF ARIZONA

School Finance  
1535 West Jefferson  
Phoenix, Arizona 85007  
(602)-542-5695  
(602)-542-3099 fax

**SCHOOL FINANCE MEMORANDUM 04-030**

**TO:** School District Superintendents, Principals, and Head Teachers

**FROM:** Maggie Singler

**DATE:** February 13, 2004

**SUBJECT:** February 17, 2004 Basic Calculations for Equalization Assistance Report (APOR 55 – 1) and Additional State Aid Detail Report (APOR 64)

The February 17, 2004 apportionment reports for your school district are posted on your district's home page on the ADE web site (<http://www.ade.az.gov/districts/default.asp>). If you need help finding or viewing these reports please contact a Regional Training Center (RTC) at <http://www.ade.az.gov/rtc>.

Advances Based on 40<sup>th</sup> Day Growth and December 1, 2003 Special Education Census were included in the February 17, 2004 APOR calculations for eligible districts that submitted a signed growth request form. If your district submitted a form but did not receive growth, it may be due to missing or late submitted ADM/SPED counts. Instructions and forms to request an Advance Based on Growth are available on the ADE web site at <http://www.ade.az.gov/schoolfinance/Forms/GrowthForms/Default.asp>.

Please review Student Detail reports (ADM/SPED/ELL) to determine if all submitted data files processed successfully. If you need additional assistance regarding file submissions/processing, please contact one of the following - a Regional Training Center <http://www.ade.az.gov/rtc/>, Katherine van Mourik at (602) 542-8797, [kvanmou@ade.az.gov](mailto:kvanmou@ade.az.gov), Steve Murosky at (602) 542-8239, [smurosk@ade.az.gov](mailto:smurosk@ade.az.gov) or, email the School Finance Inbox at [schoolfinance@ade.az.gov](mailto:schoolfinance@ade.az.gov).

February's payment includes Small Schools Capital Transportation Adjustments per ARS§15-963 (APOR55-1, page 3 of 4), for eligible districts that applied. Items such as the increase to the BSL for audit expenditures and eligibility for Rapid Decline have been updated for the February apportionment calculation. These items are dependent on the submission of all applicable budget files. Please check the submitted file status on your home page <http://www.ade.az.gov/budget>. Be sure your district has submitted the district-wide budget, the school-by-school budget and the worksheets when submitting budgets. (Submit all budget files at <http://www.ade.az.gov/commonlogon>. **COMMON LOGON** username and password are required.) If you need assistance uploading budget items, contact a RTC at <http://www.ade.az.gov/rtc>.

If you have any questions regarding the content of your reports please contact me at (602) 542-8244 or by e-mail at [msingle@ade.az.gov](mailto:msingle@ade.az.gov).

cc: County School Superintendents

February 17, 2004